



JOB ANNOUNCEMENT CIVIL ENGINEER - TREATMENT

Opening Date: 01/15/2016

Closing Date: Until Filled

Full-Time Position

Salary: Negotiable

MINIMUM REQUIREMENTS:

- Registered Professional Engineer
- Ability to achieve Arkansas Class 4 Wastewater Treatment Operator Certification
- Five years' experience in engineering
- Three years' experience in wastewater treatment
- Knowledge of wastewater treatment, theory and practices
- Must be familiar with the NPDES permitting system
- Familiarity with engineering responsibilities during planning, design, construction and contract close-out
- Ability to prepare clear and concise engineering documents (drawings, specifications, and contract documents)
- Knowledgeable in the budgeting process
- Ability to manage the work of treatment plant personnel, pump maintenance personnel and laboratory personnel
- Must be able to prepare clear and concise reports
- Valid Arkansas Driver's License

APPLICANTS MEETING THE ABOVE MINIMUM REQUIREMENTS WILL BE EVALUATED FOR PREVIOUS TRAINING OR EXPERIENCE IN THE DUTIES, KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW. THOSE APPLICANTS WHOSE TRAINING AND/OR EXPERIENCE BEST RELATE TO THE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES OUTLINED BELOW WILL BE GIVEN FIRST CONSIDERATION FOR THIS POSITION. APPLICANTS WILL BE EVALUATED ON THE LENGTH AND QUALITY OF WORK EXPERIENCE OF A RELATED NATURE IN PREVIOUS POSITIONS AND ON OTHER FACTORS SUCH AS:

- Absenteeism records
- Current job performance ratings
- Reference from previous employers attesting to work habits, punctuality, and reliability
- Academic record
- Safe driving record

ALL APPLICANTS SHOULD BE RELIABLE, DEPENDABLE AND HARD-WORKING AND MUST HAVE THE ABILITY TO UNDERSTAND AND CARRY OUT WRITTEN & ORAL INSTRUCTIONS. APPLICANTS MUST HAVE THE ABILITY TO WORK WELL WITH DEPARTMENT PERSONNEL AND THE GENERAL PUBLIC.

SAMPLE OF DUTIES AND RESPONSIBILITIES:

- Maintains working knowledge of Federal, State, Local Laws and Ordinances pertaining to wastewater treatment, engineering practices and procedures.
- Determines and establishes methods/procedures for the operations of treatment system
- Establishes budget and purchasing for the department
- Reviews/plans specifications for the treatment system
- Coordinates activities with the Director and other department heads
- Approves work and schedules of the treatment divisions
- Ensures compliance with safety procedures and guidelines at all times
- Performs other duties as assigned

APPLICANTS SHOULD SUBMIT A STANDARD NLR WASTEWATER UTILITY APPLICATION FORM TO:
NORTH LITTLE ROCK WASTEWATER UTILITY'S HUMAN RESOURCE DEPARTMENT
7400 BAUCUM PIKE, NORTH LITTLE ROCK, ARKANSAS 72117

Applications can be filled out online @

http://nlr.ar.gov/government/a_z_department_list/wastewater/wastewater_employment/
